



**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Racford, North Carolina 28376



**Helene Edwards, MS, RD, LDN**  
*Health Director*

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**Hoke County Board of Health Minutes**

**Regular Meeting**     **Special Meeting**  
**January 14, 2019 at 7:00 PM**  
**Conference Room**

**I. Call to Order**

The meeting convened at 7:02 PM with Keith Walters, Chair, and Helene Edwards, Secretary. Invocation given by Mr. Keith Walters.

<b>Members Present</b>	James Davis; Dr. Susan Hendrix OD; Elizabeth Hodgin, Vice Chair; Kathryn Hostetter; Gail Lowery; Vance McGougan; Ellen McNeill; Jean Squier; Dr. Mark Thompson DDS; Keith Walters, Chair; and Commissioner Robert Wright
<b>Members Absent</b>	None
<b>Staff Members Present</b>	Melissa Baxley, Ulva Little-Bennett, Jeff Eudy, Roland Little, Dawn Molchan, Jenny McDuffie, and Cindy Morton
<b>Others Present</b>	Evelyn McLeod, Clerk of Court

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Ms. Ellen McNeill and seconded by Mr. Vance McGougan to approve the **January 14, 2019** Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Ms. McNeill and seconded by Mr. James Davis to approve the minutes from the November 13, 2018 regular Board of Health meeting as submitted. **Motion carried unanimously.**

Motion made by Ms. McNeill and seconded by Commissioner Robert Wright to approve the closed session minutes from the November 13, 2018 regular Board of Health meeting as submitted. **Motion carried unanimously.**

**IV. Public Comments**

- None

**V. Oath of Office Presentation**

Evelyn McLeod, Clerk of Court

Dr. Susan Hendrix, OD completed the Board of Health affirmation.

**VI. Old Business**

**BOCC Meetings:**

Helene Edwards, Health Director

**Board of County Commissioners Meeting on 12/17/2018**

- The Hoke County Commissioners approved the following budget amendments:
  - Hoke County Health Department was awarded **\$68,836.00** from the Division of Public Health for the payment period of 11/01/2018 to 5/31/2019. This funding is for Local Health Departments to implement one or more strategies from the North Carolina’s Opioid Action Plan to prevent fatal and non-fatal opioid overdoses, increase access and linkages to care services for the most vulnerable populations, and build local capacity to respond to the overdose epidemic in North Carolina.
  - Hoke County Health Department was awarded **\$18,000.00** from the Division of Public Health for the payment period of 12/01/2018 to 5/31/2019. This funding is for Local Health Departments to implement the National CLAS Standards and improve health equity. The expected outcome is that the Local Health Department will provide all its clients with culturally and linguistically appropriate services to improve equity and eliminate health care disparities.
  
- The Hoke County Board of Commissioners approved to declare the following items as surplus:

<b>Equipment</b>	<b>Number</b>	<b>Issue</b>
Dell CPU	7	Computers were replaced
Dell Monitors	8	Monitors were replaced
Keyboard & mouse	2	Items were replaced
Laptops	6	Items were replaced
Printers	2	Items were replaced
In Focus projector	2	Items were replaced
Office chairs	6	Items were replaced
Reception chairs	2	Items were replaced
Printer stand	1	Item was replaced
Desk	1	Item was replaced

- The Hoke County Board of Commissioners approved to change the 2 part-time Environmental Health Specialists to one part-time Environmental Health Specialist.
- The Hoke County Commissioners approved to offer the part-time Environmental Health Specialist position to Ms. Ham at a rate of \$28.00 per hour. (Maximum of 24 hours a week.) She has over 30 years of Environmental Health work experience and she did an excellent job when she worked in Hoke County from 1998 to 2001.

**New Business**

**Communicable Disease Annual Review**

Melissa Baxley, ERRN

- Ms. Melissa Baxley,ERRN, presented the Communicable Disease statistics and highlighted services in Hoke County to reduce the spread of contagious diseases.
- Ms. Baxley reported the number of Communicable Disease cases in FY 2018 for Hoke County.

***Reported Communicable Disease Cases in Hoke County 2018***

<u>Disease</u>	<u>Number of Cases</u>
Chlamydia	310
Gonorrhea	118
HIV/AIDS	5
Syphilis	9
NGU	14
Shigella	1
Salmonella	30
Campylobacter	8
E. Coli	1
Pertussis	2
Adult Influenza Death	1
Rocky Mountain Spotted Fever	4
Streptococcal Invasive Group A	2
Pneumococcal Meningitis	1
Meningococcal Invasive Disease	1

*The number of cases in red were disease values that increased from FY 2017.*

- The following data represented the STD appointment statistics for the Hoke County Health Department:
  - The number of STD appointments scheduled was 1043.
  - The number of “no show” STD appointments was 277.
  - STD services were provided at 754 appointments.

**Environmental Health Annual Report**

Jeff Eudy, EH Supervisor

- Mr. Jeff Eudy stressed that Environmental Health promotes the public health laws through the enforcement of State Environmental Health regulations to ensure that Hoke County citizens reside in a clean and safe environment.
- Environmental Health departments are responsible for protecting the public through the application of principles of environmental science and epidemiology to identify, control, and/or eliminate pathogenic agents (biological, chemical, and physical) and to limit the incidence and spread of disease in the community.
- The Environmental Health section of the Hoke County Health Department regulates the following:
  - ✓ On-site Waste Water Disposal System
  - ✓ Private Water Supply Wells
  - ✓ Public Swimming Pools
  - ✓ Tattoo Artists

- ✓ Child Day Care Centers
- ✓ Public Swimming Pools
- ✓ Summer Camps & Feeding Sites
- ✓ Local Confinement Facilities
- ✓ Lodging Facilities
- ✓ Meat Markets
- ✓ Hospitals, Nursing Homes, & other Institutions
- ✓ All Food Services Facilities
- ✓ Adult Care Homes
- ✓ School Buildings & Lunchrooms
- ✓ Migrant Housing
- ✓ Residential Care Facilities

- The Environmental Health section of the Hoke County Health Department investigates the following:
  - ✓ Investigation of Childhood Lead poisoning cases
  - ✓ Investigation of Communicable Disease Outbreaks
  - ✓ Complaints from Citizens
- Mr. Eudy reported the following data for On-site Waste Water Disposal System and Private Water Supply Wells in Hoke County:

OSWWD & Private Water Supply Wells	Number of Services
Waste water installation inspections	200
Waste water waiting be installed	172
Re-inspections of existing sewage disposal systems	115
New private water wells	41
Repairs for sewage disposal systems	92
Private water well samples	20
Complaints	42

- The Hoke County Health Department completed over 500 Food and Lodging inspections/visits during FY 2018.
- During the fall of 2018, the Environmental Health employees were active investigators of the mosquitoes that plagued Hoke County after Hurricane Florence. The Hoke County Health Department issued mosquito larvicide dunks to over 700 citizens. Hoke County contracted with Clarke Environmental Services for mosquito adulticide spraying that occurred on October 8-9, 2018.
- The Environmental Health section scanned 800 septic permits into Paper Vision in 2017-2018; therefore, any septic permit requests are emailed to builders, septic tank installers, and home owners upon request.
- Mr. Roland Little briefly explained Public Health Preparedness activities in Hoke County.
- On June 18, 2019, Hoke County will participate in an Avian Flu exercise to complete the Public Health Preparedness Capability #8 Points of Dispensing. The Hoke County Epi Team is planning this exercise and any Board of Health members are welcome to attend the meetings. (The Epi Team meets on the third Tuesday of the month at 11 AM.)

**Community Health Assessment Update**

Ulva Little-Bennett, Health Educator

- Ms. Little-Bennett reviewed the 2018 Community Health Assessment (CHA) Worksheet with the Board of Health.
- Ms. Little-Bennett highlighted current Hoke County Health Department health initiatives and discussed the success of these programs.

- Mr. Walters recommended separating the section on chronic diseases and physical activity so that new programs/initiatives can reflect the specific disease listed.
- The Hoke County Board of Health members will email any new ideas to Ms. Little-Bennett by January 18, 2019.

**Clinical Update**

Cindy Morton, Nursing Supervisor

- Ms. Morton summarized the 2018 Clinical Report of Hoke County Health Department services.
- The Hoke County Health Department Teen Time annual statistical review was discussed.

**Administrative Update**

Jenny McDuffie, Business Officer

- The following table summarizes the finances for October 2018:

	<b>October 2018</b>
Revenues	<b>68,331.62</b>
Expenditures	<b>292,253.79</b>
<b> </b>	
State Funds Used	140,747.30
Local Appropriations	85,800.48
Medicaid	47,202.91
Fees	18,503.10
Total ( <i>Expenditures</i> )	<b>292,253.79</b>

- The following table summarizes the finances for November 2018:

	<b>November 2018</b>
Revenues	<b>59,184.19</b>
Expenditures	<b>356,827.02</b>
<b> </b>	
State Funds Used	117,066.53
Local Appropriations	172,259.24
Medicaid	50,118.74
Fees	17,382.51
Total ( <i>Expenditures</i> )	<b>356,827.02</b>

**Health Director's Update**

Helene Edwards, Health Director

- The Hoke County Sheriff's Department will provide a deputy for the next Board of Health meeting (February 11, 2019).
- Hoke County Health Department is working on the Maternal Health grant application for the NC Rural Health Office. In the grant proposal, the health department is seeking to create a Maternal Health Nurse Navigator to ensure that the maternity patients are receiving all the prenatal services needed for healthy deliveries.
- The Management Team is actively participating in Medicaid Transformation webinars and educational meetings.

- The North Carolina Public Health Leadership Conference is scheduled for January 23-25, 2019. It will be at the North Raleigh Hilton.

**Board of Health Farewell Presentation**

Keith Walters, Chair

- Mr. Vance McGougan was presented with a certificate of appreciation and gift card for his nine years of dedicated service on the Hoke County Board of Health.

**Recruitment of Engineer**

Keith Walters, Chair

- The Hoke County Board of Health needs an engineer to serve on the Board.
- A recruitment letter for an engineer was sent to the Hoke County Commissioners on January 7, 2019.

**VII. Closed Session**

None

**VIII. Other Business**

None

**IX. Next Meeting Date**

Next regular meeting will be Monday, February 11, 2019 at 7:30 PM.

**X. Adjournment**

- ❖ The meeting ended at 8:26 PM.

Motion made by Mr. Davis and seconded by Commissioner Wright to adjourn the Board of Health meeting. **Motion carried unanimously.**

**Respectfully submitted by:**

  
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**Helene Edwards**

Board of Health Secretary

  
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**Approval Date**